

# HABEAS CORPUS RESOURCE CENTER

50 Fremont Street, Suite 1800, San Francisco, California 94105  
(415) 348-3800 (415) 348-3873 Fax

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SUPERVISING ADMINISTRATIVE COORDINATOR  
**LOCATION:** SAN FRANCISCO, CA  
**JOB REQUISITION:** 002866

### OVERVIEW

The Habeas Corpus Resource Center (HCRC) in San Francisco has an opening for a Supervising Administrative Coordinator. The HCRC provides legal representation to death row prisoners and was established as a judicial branch agency to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts.

Under the supervision of the managerial staff, the Supervising Administrative Coordinator will be responsible for supervising assigned staff, with effective authority for day-to-day supervision, evaluation, motivation, and discipline of employees. Incumbent will also provide complex and specialized administrative services.

### RESPONSIBILITIES

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Participates in collecting data and information; assembling, reviewing and doing preliminary analysis on the data and information collected; and summarizing results of the data collection.
- Assists in conducting special studies and developing recommendations.
- Drafts memoranda, correspondence, reports and other documents.
- Coordinates administrative processes and program operations
- Identifies operational problems, considers alternatives, and recommends solutions.
- Coordinates the preparation and distribution of surveys; reviews data collected for completeness and appropriateness and enters data into a spreadsheet or database; generates standard and ad hoc reports for use by program analysts and managers.
- Reviews financial and/or statistical information for accuracy and reasonableness; uses standard financial and statistical software packages to perform calculations and numerical comparisons and generates reports, graphs, and charts.
- Performs the full range of administrative duties.

### QUALIFICATIONS

#### MINIMUM QUALIFICATIONS

Equivalent to an associate degree, preferably with major course work in administration or business, and four years of experience organizing and coordinating administrative support for programs and/or projects that included one year of supervisory responsibility.

OR

One year as a Senior Administrative Coordinator or two years as an Administrative Coordinator II with the judicial branch.

## **DESIRABLE QUALIFICATIONS**

Familiarity with Outlook, Microsoft Word, iManage document management system, Access databases, and Excel spreadsheets. Strong interpersonal and organizational skills.

## **HOW TO APPLY**

This position requires submission of an official application and response to the supplemental questionnaire. Resumes without these materials will not be considered. Please refer to "Administrative Coordinator, Job Req. #2866" in all communications, including your application. For earliest consideration, please apply by Thursday, March 22, 2007. Applications will be accepted after the earliest consideration date for as long as the announcement is posted. This position is opened until filled. Applicants from prior recruitments must reapply for consideration.

## **SELECTION PROCEDURE**

The recruitment process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications.

The individuals selected to fill the position will be appointed at a salary commensurate with their qualifications.

To apply online, go to <http://www.courtinfo.ca.gov/careers/view.htm>

To obtain a printed application, please visit [www.hcrc.ca.gov](http://www.hcrc.ca.gov).

Habeas Corpus Resource Center  
415-348-3800  
415-865-4272 (Telecommunications Device for the Deaf)

Please mail or fax printed applications to the following address:

Habeas Corpus Resource Center  
50 Fremont Street, Suite 1800  
San Francisco, CA 94105  
(415) 348-3873

## **PAY & BENEFITS**

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Salary Range - \$5,777 - \$7,020

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPers Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

**Supplemental Questionnaire**  
**for**  
**SUPERVISING ADMINISTRATIVE COORDINATOR**  
**Job Req #002866**

A supplemental questionnaire follows this announcement.

Supplemental Questionnaire for HCRC Supervising Administrative Coordinator  
(Job #2866)

To assist the selection panel in reviewing and assessing the qualifications for applicants, we ask that you respond to the questions below and return your response with your application materials. In your responses, please indicate for which employer you performed these functions.

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. Please describe your experience providing legal administrative support or organizing and coordinating administrative support for programs and/or projects.
3. Are you proficient in file and records management? If so, briefly describe the scope and depth of your relevant education and experience.
4. Please describe the positions of people you have provided administrative support to and a description of the support provided. For example, clients, vendors, board members, executives, etc.
5. Please describe any experience you have had with budgets, reviewing and processing invoices and reimbursement claims.
6. Please describe your experience supervising subordinate staff. Describe how many staff members, positions and scope of supervision.
7. Name three qualities you consider essential for effective supervision. How would you describe your supervisory style and/or philosophy?
8. Please describe your level of proficiency with Microsoft Access as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
9. Please indicate your level of proficiency with Microsoft Excel as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
10. Please describe your level of proficiency with Microsoft Outlook:as "Beginner", "Intermediate", "Advanced" or "None".
11. Please indicate your level of proficiency with Microsoft Word as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
12. Please indicate your level of proficiency with Microsoft Word Mail Merge as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
13. Please indicate your level of proficiency with Microsoft Word Tables as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
14. Please state your experience with other related software and give examples. If you have no experience, enter "none".